

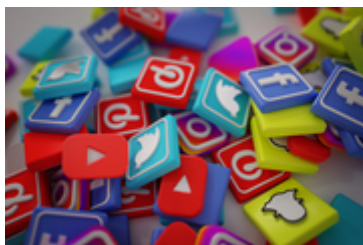
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Staff Notes August 2017

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Facebook Pros and Cons – Employers, Employees & Job Centers- Oh My!

First impressions are important, especially on social media. In a recent [CareerBuilder article](#), 70 percent of employers used social media as a candidate recruiting and screening tool. What you post, how you post and who you interact with impacts how hiring managers view you. Social media has become a fast and cheap "background check", and employers search social media to verify the facts on resumes, to check out attitudes expressed publicly, and evaluate communications skills. Social networks also allow decision makers to get a glimpse into individual personalities.

From an employer's viewpoint, social media is a valuable source of information about potential hires. However, as more employers take advantage of social media platforms, candidates are becoming concerned about privacy rights. Read more on the pros and cons of using social media [here](#).



Should Job Centers Use Social Media?

Social media is a fast and free mechanism to get information out to the community. Job Center Facebook pages can be used, for example, to promote workshops, post job announcements or hiring events, or even create mentoring groups for individuals who are searching for employment.

One common concern surrounding personal and Center pages revolves around using personal social media profiles to become page administrators, and that's a fair question. However, as an administrator, your personal profile isn't open to everyone just because you are administering a page or group. It's just a means of verifying who you are so you can make changes to a public page.

Before you create social media accounts for your office, discuss best practices and approach with DWD Communications staff. We can help set up a Center Facebook page to manage local page administrators easily, which helps create consistency and continuity when staff members change positions. We can also help you with layout and content questions, reset administrators for your pages, and provide tips for gaining followers!

Several Missouri Job Centers are already using Facebook effectively. For example, [St. Charles County Workforce & Business Development](#), [Missouri Job Center- Park Hills](#), and [Missouri Job Center- Kennett](#) are using their pages to distribute job postings, hiring events, workshop notices, and tips and articles for job seekers. At least 24 Missouri Job Centers have active Facebook pages with followers statewide totaling well over 15,000 individuals.



New Issuances for Review

A number of Issuances have been [posted to the Issuances page](#) on jobs.mo.gov/dwdmain. Please take time to go through the issuances carefully as a number of them have been revised or rescinded.

- DWD Issuance 21-2016: WIOA Adult & Dislocated Worker Programs Eligibility & Documentation Technical Assistance Guidance Policy
- DWD Issuance 22-2016: WIOA Youth Program Eligibility & Documentation Technical Assistance Guidance Policy
- DWD Issuance 01-2017: Co-Enrollment and Allowable Services Policy
- DWD Issuance 02-2017: Statewide Case Note Policy



Protocols for MoJobs Staff Access & Training

Before workforce system staff receives access to Case Management in MoJobs, the individual must pass DWD's Confidentiality Training and Assessment.

An email request for Confidentiality Training and Assessment must be sent to dwdsupport@ded.mo.gov from the approved designee at the staff person's work location. DWD TSU will provide the staff person Learning Management System (LMS) login information and instructions to complete the Confidentiality Training and Assessment.

Once the individual has passed the assessment, the approved designee will submit a completed and signed MoJobs Access Request form. When completing the MoJobs Access Request form, the designee must indicate whether the staff person needs "read only" or "full system" access. [Link to Access Request Form.](#)

Staff must complete MoJobs training, regardless of the level of access in MoJobs. Anyone provided "read only" access is

required to complete the “Read Only” training in LMS. “Full system” training is a three and a half day hands-on training session provided at DWD’s Central Office location in Jefferson City. To attend, staff must register for New MoJobs Training in LMS.

Staff will only be provided access to the MoJobs training site until they have completed system training. Upon completion of MoJobs training, staff must pass the MoJobs assessment with at least an 80% before full access will be given.

Note: Access request forms must be completed in full and signed by the approved designee. Incomplete forms will result in delays. Contact DWD TSU at dwdsupport@ded.mo.gov with questions regarding form completion.

Lt. Governor’s Military Appreciation Day Keynote at Missouri State Fair



Lieutenant Governor Mike Parson spoke to a crowd of over a thousand people during the annual Military Appreciation Day at the Missouri State Fair in Sedalia on August 16th. The ceremony paid tribute to veterans of the United States Military and their service to our nation. Lieutenant Governor Parson spoke of Missouri’s commitment to veterans and the critical need for values that veterans have to be passed down to the next generation of Americans.

The full video of Lieutenant Governor Parson’s speech can be found here: <https://www.youtube.com/watch?v=Sx5U3d3u9Lw&feature=youtu.be>



CENTER OF SUCCESS – Stories of Workforce Success

Park Hills

The Park Hills Job Center recently held an employer breakfast with eleven companies represented, five of which were new Job Center customers. Participants included: SRG Global, MO Dept of Corrections, Belgrade Bank, US Tool Group, Valley Minerals,

Data Dash Inc., Carl R. Jones Excavating, Arcadia Academy, Pense Brothers Drilling, Iron County Medical Center, and Alpha Media. This open forum provided Job Center staff face time with employers to discuss business needs and ask questions about On-the-Job Training, Apprenticeship, and training options. Staff at the Park Hills Job Center plan to host another employer breakfast in the spring.

Park Hills

Mineral Area College is sponsoring registered apprenticeship programs in manufacturing at Lee Mechanical and Mondi through a \$67,000 grant from the Missouri Division of Workforce Development. Read more about these partnerships here:

<http://www.semissourian.com/story/2434536.html>

http://dailyjournalonline.com/farmington-press/news/local/mac-partnering-with-lee-mechanical-mondi/article_012676d8-c260-56b6-a438-ofc34b7a00a8.html



CENTER OF SUCCESS – Stories of Workforce Success

Kirksville

Harbor Freight recently sent a letter of gratitude to the Kirksville Job Center team for the great work they've done to assist with staffing. "I was able to hire a full staff of 44 individuals that now make up the service team at Harbor Freight. With the help of the staff at the Job Center and their resource room we got them all on board and e-learning (training) done before our position date of July 29th," says Patrick Cochran, Harbor Freight store manager.

Kirksville

Zachary Warlow with the Vet Center in Columbia uses the Kirksville Job Center to meet with combat veterans twice a month. Check out this story by KTVO.com on Zachary's work with Kirksville's Veterans: <http://ktvo.com/news/local/va-helping-rural-veterans-readjust>

Kirksville

The Missouri Job Center in Kirksville had a busy day earlier this month with 77 individuals attending a Kraft Heinz's hiring event! Over the course of two days they had 38 new job seekers come in for orientation. Belinda Ames laughed and said, "*All staff pulled together and we got through it on the exhausted side!*"

In addition, Kraft Heinz plans to continue hiring events at the Job Center in Kirksville through September with the help of Kelly Services and the Job Center staff.

Congratulations to the Kirksville staff for their commitment helping employers find qualified candidates and helping people in their community find jobs!

Neosho

Neosho's affiliate Job Center, located at Smith Hall on the Crowder College Campus, is already realizing job seeker success. "Autumn" enrolled in the WIOA Dislocated Worker program when her job at Crowder College was eliminated. She only needed 16 hours to complete her Bachelor's degree in Business Management and Administration. Autumn started an OJT program with Ajinomoto Windsor, Inc. as a Human Resource Generalist. Thanks to tuition assistance, she has finished her bachelor's degree and has a new job with an international company!



Sikeston

Newly appointed Director of Economic Development for the State of Missouri, Rob Dixon, spoke at a Business Leadership Series event held by The Missouri Job Center of Sikeston in conjunction with the Jackson Area Chamber of Commerce and Bank of Missouri on August 17th. Director Dixon shared his vision for the state and what communities can do to grow their business climate.

Director Dixon has already visited several Job Centers around the State. When he stops by your Center, send us a picture and tell us about your visit!

Pictured from left to right are: Ashleigh Hope (Cape Girardeau), Rob Dixon, and Lori Caldwell (Sikeston)

Joplin

The Missouri Job Center in Joplin began working with “Jerome” in February. He was living in a shelter and wanted to go to CDL training. Jerome was able to complete the NCRC class and the Chance Program through a local agency, Economic Security Corporation and he was approved for funding to attend training, which he completed successfully. After completing training, Jerome had several offers and began work locally with Ready Ice earning \$16.00 per hour! His determination and perseverance really paid off.

Even better, once employed, Jerome qualified for Economic Security’s Rapid Re-Housing program and was able to not only get his own place, but also get his personal vehicle repaired. Now, Jerome is referring others in difficult situations to The Missouri Job Center to find help. He’s proof positive that providing wrap around services with partnering agencies really does work!

St. Louis

The St. Louis Agency on Training and Employment (SLATE) has been awarded a \$1.1 million YouthBuild grant through Department of Labor Employment and Training Administration (DOLETA). Read more here: <https://www.stlouis-mo.gov/government/departments/mayor/news/slate-awarded-youthbuild-grant.cfm>

St. Louis

Accommodation for Success Reverse Job Fair Turns Tables for Job Seekers

Finding a quality workforce was made easier for area businesses via the Third Annual Accommodation for Success Disability Employment Event. This innovative recruitment event allowed job candidates to showcase their talents and experience to 116 human resource professionals representing 99 area companies. With 236 registrants, this year’s event was the largest yet.

The event was a collaborative effort between the SLATE and more than 20 of the region's disability employment organizations. St. Louis Mayor, Lyda Krewson, gave the keynote address and greeted attendees, who were offered workshops and resources on disability inclusion, etiquette, recruitment, and workplace culture.

St. Louis

"Diane's" job search had reached a standstill when she attended SLATE's Professional Series Workshop #1 – ATS A Weapon of Mass Rejection (Online Applications). She had previously visited SLATE but hadn't heard about the professional series workshops. A social media app called NextDoor connected her with someone who indicated that these specific workshops would benefit her.

Although Diane was initially hesitant about the time the professional series workshops required, after the first session, she was sold. After attending sessions she updated her social media profiles, updated her resume, and completed several more high level workshops. Her work paid off when Diane started receiving calls for interviews! Diane accepted a position as a regional sales representative and now refers others in her network to SLATE's workshops and professional series events to help them meet their employment goals!



From Deployment to Employment: Veteran Success Stories from the Field

Veterans Representatives across the state have been hard at work helping servicemembers find jobs once they return home. [Here](#) are just a few of their recent successes.

Workforce System staff make a difference in the lives of the people we serve. We know there are many success stories from across the state waiting to be told.

Send us your staff accomplishments and job seeker or employer success stories to share how your Center is making a difference in your community!



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 7-1-1.



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